

Preprinted Body – Options **2-4** also preprints the following information from the prior month's keyed timesheets:

Data Name	Data Codes
Default code	1- Default to the Home Base accounts 0- Charge the timesheet accounts
Hour Type	Only the following hour types are pre-printed: 0009 - Regular 1008 - Overtime 2007 - Shift differential 3006 - Shift differential overtime
Index	
PCA	
PCA Activity	
Agency Object	
Project/Work Phase	
Location (Option 3 only)	
Multipurpose Code (Option 4 only)	

The *FM* Report Period in the Report Request Detail Screen is used to select the Pay Period that will appear on the timesheets. The options are:

CM - Prints the timesheet with the current calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **CM** option will reflect the *August* Pay Period); and

NM - Prints the timesheet with the next calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **NM** option will reflect the *September* Pay Period).

Request Activation of the ET2 (optional)

To activate the ET2 reports on the Report Request Selection Screen, contact the CALSTARS System Support Unit using e-mail: **CALSTARS@dof.ca.gov**, or FAX a CALSTARS 90 Form to the System Support Unit. See Volume 2, Chapter 3, Client Services, for the telephone number and/or address.

Relationship To Other Tables

During the update of the Timesheet Table, the Organization Control (OC) Table, Index Code (IC) Table, Program Cost Account (PA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate most of the data elements.

Input Coding

Detailed input coding instructions for the Timesheet Table are contained in Exhibit VI-4-8. There is no standard input coding form. The Timesheet Table is entered online using Command **J.1** or **I.7.3**.

NOTE: For each Hour Type there is a 2-4 digit alpha code and a corresponding 4-digit numeric equivalent. For each Default option there is a 1-digit alpha code and a corresponding 1-digit numeric equivalent. The numeric codes are available so that timesheets may be keyed exclusively from the 10-key numeric pad portion of the keyboard. The Timesheet Table Activity Report and the Timesheet Table Listing display the Hour Type and Default exactly as originally keyed--alpha or numeric equivalent.

Creation and Maintenance

The LC Table should be established a day prior to the EM Table, and the EM must be established before timesheets may be entered. The Timesheet Table entries are keyed directly from the individual or group timesheet form (CALSTARS ET2 or agency developed timesheet) into the table entry screen (Command **I.7.3** or **J.1**).

Functions **A**=ADD, **C**=CHNG, **D**=DEL, and **P**=PRT may be used. Available Program Function (**F**) keys are: **F2**=Retrn, **F3**=Quit, **F4**=COPY DATA FROM/TO A SPECIFIED LINE, **F5**=VIEW MASTER, **F6**=RECALL MAINT, **F7**=Bkwrdr, **F8**= Frwrdr, **F9**=Clear and **F12**=Main. Descriptions of these functions and F-keys may be found in the *Table Maintenance Functions* section of Chapter IV. The Timesheet Table is updated online (realtime) for **Add**, **Change** and **Delete** transactions. As soon as an **Add**, **Change** or **Delete** transaction is successfully written, the table is updated--realtime. **Delete** transactions display a 'confirmation action' pop-up window because a delete is instantaneous and non-recoverable. The **Print** function is not updated online (realtime); therefore, it may be recalled using the **F6** key. Use **F5** to view master records if maintenance is needed. To modify an existing table record, use the **Change** function (after viewing the master record). To **blank** fields in a **Change** transaction, simply erase the field(s) using the **Delete** or **EOF** key or the space bar.

Timesheet Table records specify the distribution of hours worked for employees and groups that submit timesheets. Up to 15 distributions may be entered on each timesheet and up to 99 timesheet pages may be entered for each employee or